

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**

**TRAVEL REQUEST/AUTHORIZATION FORM**

PLEASE NOTE: 4 TRAVELERS WILL BE SHARING 1 RENTAL VEHICLE & ASSOCIATED COSTS. 2 PERSONS PER ROOM. TOTAL RENTAL VEHICLE CHARGES APPEAR ON ANOTHER TRAVEL FORM.

Name JOSEPH HANNA  
 Department KEY LARGO VOL. FIRE DEPT., INC.  
 Destination PORT ST. LUCIE, FLORIDA  
 Vacation Combined with Trip?  Yes  No

Request Date 10/10/2013  
 Title FIREFIGHTER  
 Mode of Transportation Used RENTAL VEHICLE

**ESTIMATED TRANSPORTATION COSTS**

AIR FARE: N/A RENTAL CAR: \_\_\_\_\_ Rental Charge: \_\_\_\_\_  
 Fuel: \_\_\_\_\_  
 Hotel Parking: \_\_\_\_\_

DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	TOLLS
TOTAL MILEAGE					
REIMBURSEMENT @ 55.5 cents per mile					

Note: Attach mapquest or similar for mileage documentation purposes.

**TOTAL ESTIMATED TRANSPORTATION COSTS \$0.00**

**ESTIMATED LODGING, MEALS AND OTHER EXPENSES**  
**GSA rates - 1st and last day @ 75% of M&IE**

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE.

DATE	11/3/2013	11/4/2013	11/5/2013	11/6/2013	11/7/2013	11/8/2013	11/9/2013	TOTAL
	SUNDAY	MONDAY	TUESDAY	WED.	THURS.	FRI.	SAT.	
ITEMS								
Lodging rate max.								Shared
per diem rate max	\$34.50	46.00	46.00	\$46.00	\$46.00	\$46.00	\$34.50	\$299.00
Registration Fees								\$115.00
Other (Specify):								
<b>TOTAL</b>	\$34.50	\$ 46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$34.50	<b>\$414.00</b>
<b>GRAND TOTAL</b>								<b>\$414.00</b>

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of District business and no expenses are of a personal nature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler

Department Head Approval  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$414.00 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
TRAVEL REQUEST/AUTHORIZATION FORM**

PLEASE NOTE: 4 TRAVELERS WILL BE SHARING 1 RENTAL VEHICLE & ASSOCIATED COSTS. 2 PERSONS PER ROOM. TOTAL RENTAL VEHICLE CHARGES APPEAR ON ANOTHER TRAVEL FORM.

Name MELVIN M ARTE Request Date 10/10/2013  
 Department KEYK LARGO VOL. FIRE DEPT., INC. Title FIREFIGHTER  
 Destination PORT ST. LUCIE, FLORIDA Mode of Transportation Used RENTAL VEHICLE  
 Vacation Combined with Trip?  Yes  No If so, meal and hotel expenses cease upon termination of City business.

**ESTIMATED TRANSPORTATION COSTS**

AIR FARE: N/A RENTAL CAR: \_\_\_\_\_ Rental Charge: \_\_\_\_\_  
 Fuel: \_\_\_\_\_  
 MILEAGE REIMBURSEMENT-PRIVATE AUTO \_\_\_\_\_ Hotel Parking: \_\_\_\_\_  
 DATE FROM TO MILES AIRPORT PARKING & TOLLS  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL MILEAGE \_\_\_\_\_ Note: Attach mapquest or similar for mileage documentation purposes.  
 REIMBURSEMENT @ 55.5 cents per mile \_\_\_\_\_  
 TOTAL ESTIMATED TRANSPORTATION COSTS **\$0.00**

**ESTIMATED LODGING, MEALS AND OTHER EXPENSES  
GSA rates - 1st and last day @ 75% of M&IE**

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE. Note: First and last day of travel per diem rate is 75% of max. per diem rate.

DATE	11/3/2013	11/4/2013	11/5/2013	11/6/2013	11/7/2013	11/8/2013	11/9/2013	TOTAL
	SUNDAY	MONDAY	TUESDAY	WED.	THURS.	FRI.	SAT.	
ITEMS								
Lodging rate max.	82.00	82.00	82.00	82.00	82.00	82.00		\$492.00
per diem rate max	\$34.50	46.00	46.00	\$46.00	\$46.00	\$46.00	\$34.50	\$299.00
Registration Fees								\$115.00
Other (Specify):								
TOTAL	\$116.50	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$34.50	<b>\$906.00</b>

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of District business and no expenses are of a personal nature

**GRAND TOTAL \$906.00**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Traveler

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$906.00 Account No. \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance



**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
TRAVEL REQUEST/AUTHORIZATION FORM**

PLEASE NOTE: 4 TRAVELERS WILL BE SHARING 1 RENTAL VEHICLE & ASSOCIATED COSTS. 2 PERSONS PER ROOM. TOTAL RENTAL VEHICLE CHARGES APPEAR ON ANOTHER TRAVEL FORM.

Name TO BE DETERMINED 4TH TRAVELER Request Date 10/10/2013  
 Department KEY LARGO VOL. FIRE DEPT., INC. Title FIREFIGHTER  
 Destination PORT ST. LUCIE, FLORIDA Mode of Transportation Used RENTAL VEHICLE  
 Vacation Combined with Trip?  Yes  No If so, meal and hotel expenses cease upon termination of City business.

**ESTIMATED TRANSPORTATION COSTS**

AIR FARE: N/A RENTAL CAR: \_\_\_\_\_ Rental Charge: \_\_\_\_\_  
 Fuel: \_\_\_\_\_  
 Hotel Parking: \_\_\_\_\_

DATE	MILEAGE REIMBURSEMENT-PRIVATE AUTO			AIRPORT PARKING & TOLLS	TOLLS
	FROM	TO	MILES		
TOTAL MILEAGE					
REIMBURSEMENT @ 55.5 cents per mile					

Note: Attach MapQuest or similar for mileage documentation purposes.

**TOTAL ESTIMATED TRANSPORTATION COSTS** \$0.00

**ESTIMATED LODGING, MEALS AND OTHER EXPENSES  
GSA rates - 1st and last day @ 75% of M&IE**

DATE	DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE.							TOTAL
	11/3/2013	11/4/2013	11/5/2013	11/6/2013	11/7/2013	11/8/2013	11/9/2013	
ITEMS	SUNDAY	MONDAY	TUESDAY	WED.	THURS.	FRI.	SAT.	
Lodging rate max.								Shared
per diem rate max	\$34.50	46.00	46.00	\$46.00	\$46.00	\$46.00	\$34.50	\$299.00
Registration Fees								\$115.00
Other (Specify):								\$ -
								\$ -
								\$ -
<b>TOTAL</b>	\$34.50	\$ 46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$34.50	<b>\$414.00</b>
<b>GRAND TOTAL</b>								<b>\$414.00</b>

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of District business and no expenses are of a personal nature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department Head Approval  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$414.00 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance



[Accommodations](#) • [General Information](#) • [Photos & Video](#) • [Class Offerings](#) • [Registration](#) • [Schedule](#) • [Sponsorship](#)

This site was updated on 09/18/2013

**The 2013 school will run from November 4-9, 2013; Registration closes October 30; \$25 late fee applied for registrations after October 30th.**

Check back here for updates on the 2013 school as they become available, or if you have not already done so, [sign up to receive updates](#), via email.

The 2013 school will be held at the Treasure Coast Public Safety Training Complex, at Indian River State College, in Fort Pierce. [Click here to take a tour of the training complex](#). You can also visit the Treasure Coast Public Safety Training Complex, on their web site at: <http://www.tcpublicsafetytraining.com/>

The Great Florida Fire School is 6 days of continuous fire related classes for one low price of \$115.00, and is set up to train all fire departments, from the large city departments to the small rural ones. The school also has classes related to EMS and police. You pick the classes you want to attend from the list and set it up around your schedule.

[Visit the Treasure Coast Public Safety Training Complex](#)



#### Recent Changes to this Web Site

September 18 - [Schedule Updated](#)  
September 18 - [Class Offerings Updated](#)

#### Sponsorships For 2013 School

Visit our [Sponsorship page](#) for information on how you could become a sponsor for the 2013 school.

#### Download The 2013 Flyer

[Click here](#) to download a flyer you can post on your department's Bulletin Board

#### Keep Up To Date With The Latest Information on the Great Florida Fire School

If you would like to be placed on the email list to be notified when information is available or changes are made to the Great Florida Fire School of 2012 [click here](#). If you have previously registered, you will automatically receive the updates, no need to register again.



**Are You An Instructor?**

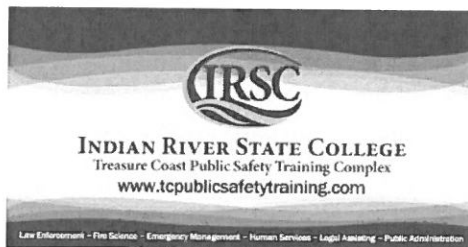
The staff of the Great Florida Fire School is always looking for new classes to offer. If you have a class, that you teach, and would like to present it at The Great Florida Fire School, [click here](#) and fill out the form. The staff will review your submission and someone will get back to you.

**View Photos of Past Schools**

**Mission Statement**

The Great Florida Fire School is a cooperative outreach effort between the Florida State Fire College and local emergency services and educators. Its mission is to enhance the knowledge and skills of members of the fire and rescue community by delivering useful and well executed educational and training experiences annually throughout the various regions of Florida.

**Thank you to our 2012 Sponsors**  
Click On Logos To Visit Their Web Site



**[Click Here](#) if You Would like More Information about sponsorship.**

[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#)

## OPERATIONS SUSPENDED

As a result of a temporary government shutdown, GSA.gov is not being updated at this time. More information on GSA's shutdown procedures is available.

[READ MORE >>](#)

### FY 2014 Per Diem Rates for Florida

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city  Enter your ZIP Code

OR

Florida

[Per Diem Map >](#)

- ADDITIONAL PER DIEM TOPICS**
- [Meals & Incidental Expenses Breakdown \(M&IE\) FAQs](#)
  - [State Tax Exemption Forms](#)
  - [Factors Influencing Lodging Rates](#)
  - [FY 2012 Per Diem Highlights](#)
  - [Fire Safe Hotels](#)
  - [Have a Per diem Question?](#)
  - [Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

The following rates apply for Florida

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2013	2014												
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	STANDARD RATE	83	83	83	83	83	83	83	83	83	83	83	83	83	48

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodation, unless lodging is not available at the work activity. When the agency may authorize the rate where lodging is obtained. \*\* Meals and Incidental Expenses: see [Establishment of M&IE Expenses](#) for important information on first and last days of travel.

**CONTACTS**

Additional Contacts for  
Travel Management Policy

Last Reviewed: 2013-09-30

**NEED MORE INFORMATION?**

- [Rates for Alaska, Hawaii, U.S. Territories and Possessions \(set by DoD\)](#)
- [Rates in Foreign Countries \(Set by State Dept.\)](#)
- [Federal Travel Regulations \(FTR\)](#)

**RELATED TOPICS**

- [Travel Resources](#)
- [E-Gov Travel](#)
- [FedRamp](#)
- [POV Mileage Reimbursement Rates](#)



**Residence Inn Port St. Lucie**

1920 SW Fountainview Boulevard · Port St Lucie, FL 34986 USA

MAPS & TRANSPORTATION  
FACT SHEET  
PHONE NUMBERS

CURRENCY CALCULATOR  
PHOTO GALLERY

**Please Note** - All rates at this hotel include complimentary breakfast and in-room high speed internet access

<b>SPECIAL RATES</b> From 77.00 (USD) per night	<b>Standard Rates</b> From 109.00 (USD) per night	<b>Room Packages</b> None available for your dates	<b>Marriott Rewards Offers</b> From 109.00 (USD) per night
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Get our best available rate, right here, right now. **Guaranteed.**

**BOOK RIGHT**  
ONLY AT MARriott.COM

Govt/military rate, 5+ Nights, federal government ID required



2 rooms – Studio, 1 King, Sofabed

[Rate rules](#) | [Room details](#)

**Almost Sold Out**

**77.00**  
USD / Night per room

Room & Accessibility Preferences (optional)



2 rooms – 1 Bedroom 2 room Suite, 1 King, Sofabed

[Rate rules](#) | [Room details](#)

**77.00**  
USD / Night per room

Room & Accessibility Preferences (optional)

1 / 3



2 rooms – 1 Bedroom 2 room Suite, 1 King, Sofabed, Corner room

[Rate rules](#) | [Room details](#)

**82.00**  
USD / Night per room

Room & Accessibility Preferences (optional)

1 / 2





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**Pick-Up:** Sat, Nov. 02, 2013 - 12:00 PM - Tavernier, FL USA  
**Drop-Off:** Mon, Nov. 11, 2013 - 9:00 AM - Tavernier, FL USA » change search

Looking for airport locations nearby?

Miami Intl, FL USA (MIA)

View results As:

list  map

Sorted by: Lowest Price | Car Type

**3**  
matching cars

**Car Type**

clear | select all

- Economy (1)
- Compact (1)
- Mid-Size (1)
- Standard (1)
- Full-Size (1)
- Premium (1)
- Convertible (1)
- Mid-Size SUV (1)
- Standard SUV (1)
- Mini Van (1)

**Premium Car - Ford Crown Victoria or similar**



5 4 AUTO AC  
Unlimited Mileage



91831 Overseas Highway  
Tavernier, FL 33070

**\$209**/week

**Choose**

total price: \$324<sup>†</sup>

**Minivan - Dodge Grand Caravan or similar**



7 4 AUTO AC  
Unlimited Mileage



91831 Overseas Highway  
Tavernier, FL 33070

**\$329**/week

**Choose**

total price: \$494<sup>†</sup>

**Standard SUV - Jeep Grand Cherokee or similar**



5 4 AUTO AC  
Unlimited Mileage



91831 Overseas Highway  
Tavernier, FL 33070

**\$359**/week

**Choose**

total price: \$537<sup>†</sup>

top ↑

† Total price includes taxes and fees

† Car fleet information including capacities is based on the latest information provided to us by the supplier and is subject to change

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U.S. Patents 5,794,207, 5,697,620, 6,085,169, 6,510,418, 6,553,346, 6,993,503, 7,188,176, 7,203,660, 7,386,508, 7,472,074, 7,516,089, 7,617,491, 7,620,619, 7,664,672 and 7,848,940

(CST 2040530-50)

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